

JAN 2008

Army Project Office

CONTRACTOR VERIFICATION SYSTEM (CVS) MONTHLY UPDATE

To: Installation Points-of-Contact, Trusted Agent Security Managers, & Trusted Agents

From: Army Service Point of Contact (Army DEERS/RAPIDS Project Officer)

This is the first in a series of monthly CVS updates focusing on matters of interest to Army IPOCs/TASMs/TAs.

These updates are intended to provide up to date information and/or clarification of policy and procedural issues related your CVS operations. Widest dissemination of this information to all TASMs and TAs within your area of responsibility is requested.

CVS Team Transition: Effective 1 August 2007, the Army CVS Team transitioned from the CIO/G-6 NETCOM CAC/PKI Division to the Army Human Resources Command (AHRC) DEERS/RAPIDS Project Office. Some training and SiteID and TASM Request processing support continued to be provided through NETCOM CAC/PKI Division. That support concluded 30 November 2007. The CVS Team transition is complete. The CVS Team consists of:

- Robert (Bob) Eves
Phone: 703-325-0378; DSN: 221-0378
Email: bob.eves@us.army.mil
- Daphne Jackson
Phone: 703-325-2538; DSN: 221-2538
Email: daphne.l.jackson@us.army.mil

Army CVS Support:

- All CVS inquiries should be addressed to Mr. Eves or Ms. Jackson.
- CVS SiteID and TASM Requests should be submitted via digitally signed AND encrypted email to Ms. Jackson, cc: Mr. Eves.
- Requests for CVS Training should be submitted to Ms. Jackson, cc: Mr. Eves.

Note: Email submitted to former members of the CVS Team or the NETCOM IA-CAC/PKI Help Desk may not be forwarded to current CVS team members.

CVS AKO Folder: The CVS AKO Folder will remain at the same location until further notice. All CVS material including the CVS Overview and Training Slides, and the CVS SiteID and TASM Request MS Excel Workbook, which have been updated to reflect the transition to AHRC, are located in the following folder behind AKO:

https://www.us.army.mil/suite/collaboration/folder_V.do?foid=961032&load=true

For best results, log in to AKO, and enter the above link into the browser's address window. The Frequently Asked Questions (FAQ) Folder contains the following commonly requested processes:

- DEERS Record Correction Procedures
- TASM/TA Account Reactivation

CVS Training: The CVS Team will continue to schedule CVS VTC training sessions on an as needed basis. Ms. Jackson or Mr. Eves can be contacted to schedule participation in a CVS Training VTC.

Note: The CVS Webinar and Brainshark training capabilities have not been supported since 15 August 2007 and are no longer available.

CVS Lockdown: DMDC anticipates locking down CVS during the second quarter CY 2008, permitting only those TASMs and TAs who have completed the certification training access to the CVS application. COMPLETION OF THE CERTIFICATION TRAINING AT THIS TIME IS RECOMMENDED AT THE CONVENIENCE OF THE INDIVIDUAL TASMs AND TAs. Recertification will be required annually. To function as a TASM and a TA, an individual will need to complete both courses.

CVS TASM/TA Certification Courses: This training was made available through CVS with the release of Version 2.02 in February 2007. It can be accessed by selecting the "Certification Training" link from the "Quick Links" section of the CVS TASM or TA home pages. (This training may eventually be available via the "Help" page, "Certification Training" link.) It is also available via the DMDC Learning (LMS) Site:

<https://learning5.dmdc.osd.mil/html/index.jsp>.

Login to this site can be accomplished by CAC. Accessibility to the certification courses will be determined by the CVS trusted role the individual holds. The DMDC CVS Program office identifies these certification courses as the minimum requirement for accessing the application, but acknowledges they do not provide the detail afforded by the Army CVS Team in its CVS VTC Training.

Managing CVS Contractor Accounts: Reminders:

- Active contractor CAC accounts REQUIRE REVERIFICATION every 180 days. Initial email notification begins at 150 days after CAC issuance/the previous reverification. Second notice at 160 days. Final notice at 170 days. If no action is taken, automatic revocation of the CAC occurs at 180 days. Once the automatic revocation begins, the ONLY option available to the contractor and TA if the CAC is still required, is to create and process a new CVS Contractor application.
- If a contractor has an active CAC which;
 - will not expire within the next 90 days, and
 - was originally issued outside of CVSAND, a CVS Contractor Application Account has been processed to the approval point, selecting the "Retain – Existing CAC" approval option will allow the TA to accept sponsorship of the existing CAC in their CVS account. By doing so, the existing CAC becomes subject to the Reverification process, AND the TA will

have the capability to revoke the CAC at any time it is determine that the CAC is no longer needed. The contractor will continue to use the CAC he/she currently has in their possession - the issue and expiration dates will not change.

- If a contractor has an active CAC which will not expire within the next 90 days, AND a CVS Contractor Application Account has been processed to the approval point, if the “Approve – New CAC” option is selected, and the contractor does not have the new CAC issued, both the TA and the contractor will begin to receive “Request for CAC - Issuance Warning” emails from: cvs.helpdesk@osd.pentagon.mil. The contractor must have the new CAC issued OR, the TA must submit a request to the Army CVS Team to have the approved application manually disabled. The CVS Team will forward the request to the DMDC CVS Program Office. If the approved application is allowed to expire, or the TA uses the DISABLE option found on the “Maintenance” view of the contractor application, the contractor’s active CAC will be terminated.

TASM/TA Responsibilities: TASMs and TAs who are redeploying, retiring, transferring to another activity, have been reassigned or will otherwise no longer be performing their CVS responsibilities should ensure that:

- where a contact relief has been provided, the required CVS trusted role has been established for their contact relief, a passdown is provided, and all active contractor application and CAC accounts have been transferred, or
- in the absence of a contact relief, all active contractor application and CAC accounts have been transferred to other active TAs within the SiteID.